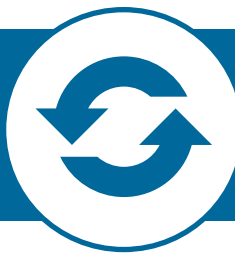




CONVERSION PERMITS

SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

WHAT IS A CONVERSION PERMIT?

The City's Zoning Ordinance requires a conversion permit whenever two or more existing residential unit are proposed to be converted to either condominium (common interest development) or hotel units. The purpose of the conversion permit process is to balance the opportunity to create ownership or visitor-serving units while maintaining a supply of rental housing adequate to meet community needs.

In order to meet this goal, the maximum number of condominium conversions that can be approved during any calendar year may not exceed the greater of **50 units**, or the net number of new market-rate rental units that completed construction the previous year. The annual quota does not apply to a project consisting for 4 or less units or other exceptions as outlined in the Municipal Code. A ranking system has been established to prioritize applications for requests to convert more than the annual quota.

This supplemental application addresses the annual quota and point evaluation procedures required for condominium conversions as adopted by City Council Resolution 91-137. It also includes forms for applicants to use to comply with mandatory tenant protection provisions. It is not a complete list of conversion application requirements which are located in Municipal Code.

HOW DOES THE PROCESS WORK?

Conversion permits are a type of discretionary land use approval. The Staff Hearing Officer or Planning Commission will approve, conditionally approve, or deny applications for Conversion Permits after a noticed public hearing and consideration of the findings listed in the Municipal Code. For more information on the development review process see the [Planning Application Guide](#).

CAN AFFORDABLE RENTAL UNITS BE CONVERTED?

Yes, but with additional affordability criteria. If any of the units in the project have been “affordable rental units” for at least 24 of the previous 48 months preceding the conversion application, the project must include the same number and type of units and will be subject to a recorded affordability covenant placing “maximum sales price limits” on those units. Council Resolution 91-137 defines these terms:

- **Affordable Rental Unit.** A dwelling unit rented or held out for rent at no more than thirty percent (30%) of ninety percent (90%) of the median income for the City of Santa Barbara, as defined in the City’s adopted affordability criteria and adjusted for unit size in accordance with the same affordability criteria.
- **Maximum Sales Price Limits.** Equal to the sale price affordable by a person earning one hundred twenty percent (120%) of the median income, as defined in the City’s adopted affordability criteria.

WHAT IS A SPECIAL CASE TENANT?

A “special case” tenant shall be given additional time to vacate a rental unit as described in the Zoning Ordinance. A special case tenant includes any of the following:

- Over age 62
- Qualifies as a disabled person pursuant to section 295.5 of the [Vehicle Code](#)
- Low income pursuant to the City’s [Affordable Housing Policies and Procedures](#)
- A single parent with custody of minor children
- Tenant is otherwise likely to experience difficulty finding suitable replacement housing

WHY IS DESIGN REVIEW REQUIRED FOR CONVERSIONS?

Even if no exterior alterations are proposed, comments from the appropriate design review body are needed in order to make the required finding that the conversion will result in a project which is “aesthetically attractive, safe, and of quality construction”. Applicants should review the applicable design guidelines and consider efforts to both beautify the appearance and alter the function of the property in order to provide appropriate residential amenities for ownership units.

CAN NEW BUILDINGS BE CONVERTED?

Yes, but if the new units do not meet the City’s requirements for **new** condominium construction, applicants must wait **5 years** from the date of Certificate of Occupancy before converting a building. In addition, residential units constructed under the Average Unit-Size Density Incentive Program (AUD) are not eligible to be converted to a hotel or other similar use, or condominiums if Priority Housing.

INSTRUCTIONS

Complete the forms and provide any supporting materials described in this Supplemental Application and submit it along with a complete Planning (PLN) Application. Include all standards and application requirements for conversion permits found in the Municipal Code Chapters [30.155](#) or [28.88](#) (Coastal Zone) and applicable [Tentative Map](#) requirements.



ANNUAL QUOTA EVALUATION PROCESS

*This is a summary of the procedures for ranking and reviewing **condominium conversion** projects subject to the annual quota as described in SBMC §30.155.180 or §28.88.130 and Resolution 91-137.*

STEP 1: SUBMIT A PLANNING APPLICATION

Applications for condominium conversion permits may be submitted at any time for staff review. An application will be “filed” for inclusion in the annual quota after it is determined to be complete.

STEP 2: DEADLINE TO FILE

Once the application is complete, it may be “filed” for inclusion in the annual quota. Applications may be filed no earlier than **January 2** and no later than **March 30** each year.

STEP 3: POINT EVALUATION SYSTEM

Each filed application will be evaluated by staff using the **Point Evaluation System**. As soon as possible after March 30, a **Point Evaluation Report** will be sent to the Planning Commission placing each project in a rank order list according to the results of the Point Evaluation System. The Planning Commission may modify or approve the report as presented.

STEP 4: ALLOCATION OF CONVERSION PERMITS

Following approval of the Point Evaluation Report, the Planning Commission shall allocate the quota of conversion permits according to the rank ordering. The allocation shall occur at the same meeting as the tentative subdivision map approval for the project, if possible.

Partial Allocation

If a project is granted a partial allocation, the balance of the units in that project shall be the first ranked units in the subsequent calendar year and the project shall not be subject to reevaluation.

No Allocation

Any project that fails to receive any conversion allocation in a given year shall be denied by the Planning Commission, without prejudice to reapplication in a subsequent year. Upon reapplication, the project shall again be subject to evaluation using the point system.

Projects with More than 25 Units

Projects involving more than 25 units shall be phased such that no more than 25 units shall be made available for sale in any year. Up to 25 units shall be subtracted from the annual quota until all of the project’s units are accounted for. The Tentative Subdivision Map for the entire project may be approved at the time the project is approved for conversion of the initial 25 units. The project would then be conditioned to phase the conversion of the remaining units.



APPLICATION REQUIREMENTS

This is a summary of the additional standards, forms, plans, and reports required for a conversion permit. Review the Municipal Code Chapters [30.155](#) or [28.88](#) for detailed submittal requirements.

FORMS

All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal.



Form 1 – Point Evaluation System Form

Complete the Point Evaluation System form and submit it with your condominium conversion application. Attach a description or additional clarifying details on any provisions beyond the minimum proposed, if needed.



Form 2 – Project Characteristics Form

Provide proposed CC&R and existing tenant information on any conversion project as required by SBMC §30.155.110 or 28.88.060.



Form 3 – Tenant Notification List

Submit the **signed** Tenant Notification List certifying that a Notice of Intent was sent to each resident at least 60 days prior to filing an application.

SUPPLEMENTAL PLANS

In addition to the project plans required as part of a complete Planning (PLN) Application, a Conversion Plan is required on all conversion permits and a Tentative Map is required for condominiums.



Conversion Plan

Submit a separate Conversion Plan for condominium and hotel conversions showing all application requirements as described in SBMC §30.155 or §28.88. Show compliance with the additional physical standards (unit size, laundry area, storage space, etc.) or indicate if an exception is requested.



Tentative Map

If the proposed project is a condominium, submit a separate Tentative Map as described in the Subdivision Ordinance SBMC §27.07.030, Tentative Map Requirements.

SPECIAL REPORTS

The following special reports are required for condominiums and time shares per SBMC §30.155.090 or §28.88.050. Copies of the reports shall be made available to purchasers.



Physical Elements Report

A report detailing the condition and estimating the remaining useful life of each element of the project proposed for conversion. Such report shall be prepared by an appropriately licensed contractor or architect or by a registered civil or structural engineer other than the owner. For

any element whose useful life is less than five years, a replacement cost estimate shall be provided.

☐ **Structural Pest Control Report**

A structural pest control report shall be prepared by a licensed structural pest control operator pursuant to Section 8516 of the [Business and Professions Code](#).

☐ **Building History Report**

A report including all of the following:

- The date of construction of all elements of the project.
- A statement of the major uses of said project since construction.
- The date and description of each major repair or renovation of any structure or structural element since the date of construction. A “major repair” shall mean any repair for which an expenditure of more than \$1,000 was made.
- Statement regarding current ownership of all improvements and underlying land.
- Failure to provide information required above, shall be accompanied by an affidavit, given under penalty of perjury, setting forth reasonable efforts undertaken to discover such information and reasons why such information cannot be obtained.

TENANT NOTICES

Tenant notices are required at different times during the conversion process. Copies of signed tenant notices may be required to be submitted as deemed necessary to document compliance.

☐ **Form A – Notice of Intent**

Must be delivered to each tenant on the property at least 60 days prior to submitting an application with the City.

☐ **Form B – Notice to New Tenants**

Notice provided to each prospective tenant after an application has been filed with the City and prior to execution of lease or occupancy of a rental unit.

☐ **Form C – Notice of Approval**

A notice of project approval must be delivered to all tenants within 15 days of project approval. If an appeal of Planning Commission’s approval is filed, notification will not be required until 15 days after approval of the project by the City Council.

☐ **Notice of Parcel Map**

Tenants shall be given written notification within 10 days of approval of a parcel map for the proposed conversion and proof shall be submitted to the Public Works Director.

☐ **Notice of Department of Real Estate Report**

Tenants shall be given written notification that an application for a public report will be, or has been, submitted to the Department of Real Estate. Such report will be available upon request.

1 POINT EVALUATION SYSTEM FORM

Complete this form and submit it with your **condominium conversion** permit application. It is used as a guide for analyzing the merits of proposed projects even if not subject to the annual quota.

A. PHYSICAL STANDARDS		POINTS POSSIBLE	POINTS RECEIVED
1. Unit Size (5 points)			
<input type="checkbox"/>	Meets ordinance requirements	1	_____
<input type="checkbox"/>	Substantially exceeds ordinance requirements	4	_____
2. Utility Metering (2 points)			
<input type="checkbox"/>	Meets ordinance requirements for separate metering	2	_____
<input type="checkbox"/>	Exception to requirements requested	0	_____
3. Private Storage Space (4 points)			
<input type="checkbox"/>	Meets ordinance requirements	2	_____
<input type="checkbox"/>	Substantially more than 200 cubic feet provided	2	_____
4. Laundry Facilities (3 points)			
<input type="checkbox"/>	Meets ordinance requirements	2	_____
<input type="checkbox"/>	Provisions beyond minimum	1	_____
5. Open Space (5 points)			
<input type="checkbox"/>	Meets ordinance requirements	1	_____
<input type="checkbox"/>	Provisions beyond minimum, such as additional private open space, or common open space that is useable and accessible to occupants, common recreation facilities or permanent open space to preserve unique or natural features with extra emphasis on additional useable and accessible open space for families when units include greater numbers of bedrooms	4	_____
6. Parking Standards (5 points)			
<input type="checkbox"/>	Meets ordinance requirements	2	_____
<input type="checkbox"/>	Provisions beyond minimum including additional assigned parking, covered parking for each unit, guest parking, bicycle parking facilities or other provisions	3	_____
7. Additional Improvements (6 points)			
<input type="checkbox"/>	Provisions beyond minimum for energy or water conservation, improvements to existing structures, landscaping, or similar	6	_____
SUB-TOTAL SECTION A:		30	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

B. TENANT PROVISIONS		POINTS POSSIBLE	POINTS RECEIVED
1.	Tenant's Right to Purchase (10 points) <input type="checkbox"/> Provisions beyond minimum including sales prices affordable to existing tenants, special financing arrangements and other provisions	10	_____
2.	Vacation of Units (5 points) <input type="checkbox"/> Provisions beyond minimum including supplying professional relocation assistance and other provisions	5	_____
3.	Increase in Rents (5 points) <input type="checkbox"/> Provisions beyond minimum including smaller than allowed rent increases, no rent increases or other provisions	5	_____
4.	Moving Expenses (5 points) <input type="checkbox"/> Provisions beyond minimum including payment of actual expenses up to a stated maximum or other provision	5	_____
5.	Additional Tenant Provisions (5 points) <input type="checkbox"/> Additional tenant provisions beyond those described above	5	_____
SUB-TOTAL SECTION B:		30	<div></div>
C. AFFORDABILITY		POINTS POSSIBLE	POINTS RECEIVED
1.	Affordable Rental Units (10 points) <input type="checkbox"/> A portion of the units are held as rental units with long-term leases at affordable rates	10	_____
2.	At 120% of Median Income (10 points) <input type="checkbox"/> A portion of the units, beyond those required by ordinance, are targeted for sale to households with incomes at 120% of median income in perpetuity	10	_____
3.	Less than 120% of Median Income (10 points) <input type="checkbox"/> A portion of the units are targeted for sale to households with incomes of less than 120% of the median income in perpetuity	10	_____
4.	Other (10 points) <input type="checkbox"/> Other affordable housing provisions are provided	10	_____
SUB-TOTAL SECTION C:		40	<div></div>
GRAND TOTAL:		100	<div></div>

2 PROJECT CHARACTERISTICS FORM

Provide the following information regarding the characteristics of any conversion project as described in SBMC §30.155.110 or §28.88.060. Where questions do not apply to your project, indicate “N/A”. Use “net” square feet where applicable. Attach additional sheets, if needed.

COVENANTS, CONDITIONS & RESTRICTIONS (CC&RS)

Describe any **unique provisions** of the proposed CC&Rs which would be applied to the the project. For stock cooperatives, provide a separate summary of proposed management, occupancy and maintenance policies.

TENANT INFORMATION

Include specific information concerning the characteristics of the existing tenant households. The Unit Number should correspond with the Resident Name and Address on the Notice of Intent Form (on the next page).

Unit No.	Square Feet of Unit	Number of Bedrooms	Rental Rate (5 years)	Mo. Vacancy Rate (2 yrs)	Household Size	Length of Stay	Age Range	Rent is Subsidized
1.								<input type="checkbox"/>
2.								<input type="checkbox"/>
3.								<input type="checkbox"/>
4.								<input type="checkbox"/>
5.								<input type="checkbox"/>
6.								<input type="checkbox"/>
7.								<input type="checkbox"/>
8.								<input type="checkbox"/>
9.								<input type="checkbox"/>
10.								<input type="checkbox"/>
11.								<input type="checkbox"/>
12.								<input type="checkbox"/>
13.								<input type="checkbox"/>
14.								<input type="checkbox"/>
15.								<input type="checkbox"/>

3 TENANT NOTIFICATION LIST

A “Notice of Intent” letter must be provided to each tenant a minimum of 60 days prior to the filing of the application. The property owner shall complete “Form A” and provide by either personal delivery, or by mailing the notice, postage prepaid, by certified letter with return receipt requested to each household.

Date Application Filed: _____ Date Notice Sent: _____

TENANT INFORMATION

For each existing resident, check the box below to verify the **Notice of Intent was sent** at least 60 days prior to filing an application, and provide specific information on the resident’s name and address and if a “special case”.

No.	Resident’s Name and Address	Special Case	Notice Sent
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>
11.		<input type="checkbox"/>	<input type="checkbox"/>
12.		<input type="checkbox"/>	<input type="checkbox"/>
13.		<input type="checkbox"/>	<input type="checkbox"/>
14.		<input type="checkbox"/>	<input type="checkbox"/>
15.		<input type="checkbox"/>	<input type="checkbox"/>

Under penalty of perjury the following declarations are made:

I certify that I provided the notice of intent to each tenant a minimum of 60 days prior to filing the application.

Owner’s Signature _____ Date _____

Owner’s Name (printed) _____



NOTICE OF INTENT TO FILE AN APPLICATION (Form A)

Notice of Intent to be delivered to each tenant on the property at least 60 days prior to submitting a Tentative Map application for a Condominium Conversion with the City.

Project Address: _____

Today's Date: _____ Anticipated Application Filing Date: _____

Dear Tenant:

The owner of the above listed property address is notifying you of the owner's intent to file an application with the City of Santa Barbara to convert existing rental units to **condominium units**. The purpose of this notice is to inform you of the rights, benefits, or protections afforded by the City's Condominium Conversion ordinance (SBMC Chapter 30.155 / 28.88).

1. **Tenant's Right to Purchase (Right of First Refusal).** Any present tenant shall have an exclusive right to contract for the purchase of one of the resulting residences upon the same terms and conditions that the residential unit will be initially offered to the general public or on terms more favorable. The exclusive right to contract shall be valid for at least 90 days from the date of issuance of a Subdivision Public Report or the commencement of sales, whichever date is later. Tenants shall have the right of first refusal to purchase a unit offered by a buyer and accepted by the applicant, whenever such accepted price is lower than the price required to be offered to the tenant, above. The tenant must exercise the tenant's right of first refusal within 45 days of receipt of notice from the applicant. If the tenant exercises their right to purchase, then the applicant is not required to provide moving expenses as outlined below, except to the extent required by State law.
2. **Timing of Tenant Relocation.** Each non-purchasing tenant, not in default under the obligations of the rental agreement or lease under which the unit is occupied, shall have not less than **180 days** from the date of approval of the conversion to find substitute housing and to relocate. All project tenants will be notified of the project's approval within **15 days** of the approval which will include a preliminary schedule for construction and probable timing of any required tenant relocation.
3. **Additional Time for Special Case Tenants.** Special consideration shall be provided to each "special case" tenant which, at a minimum, shall include the following:
 - Each "special case" tenant shall be allowed an additional period of time, not exceeding **six months** beyond the 180-day period specified above, in which to relocate.
 - A tenant with school age children shall not be required to vacate the unit prior to the **end of the school year** in which the 180-day period specified above, begins to run.

4. **A “special case” tenant** is any of the following:
 - One who is over age 62
 - Qualifies as a disabled person pursuant to section 295.5 of the [Vehicle Code](#)
 - Low income pursuant to the City’s Affordable Housing Policies and Procedures
 - A single parent with custody of minor children
 - A tenant otherwise likely to experience difficulty finding suitable replacement housing
5. **Tenant’s Right of Termination of Lease.** Any present tenant or tenants of any unit shall be given the right to terminate their lease or rental agreement without penalty, following the receipt of the notification from the owner of the intent to convert.
6. **Right of Notice before Termination of Tenancy.** California Civil Code Section 1946 entitles every tenant to receive written notice before the termination of their tenancy.
7. **Rent Increases.** California Civil Code Section 827 entitles resident households to 30 days written notice before any rent increase of 10% or less (including any other rent increases in the last 12 months) and 60 days written notice before any rent increase in excess of 10% (including any other rent increases in the last 12 months). In addition, from the date of approval of the application to convert until the date of conversion, no tenant’s rent shall be increased more than once annually nor at a rate greater than the rate of increase in the Consumer Price Index (all items, Los Angeles – Long Beach). This limitation shall not apply if rent increases are provided for in leases or contracts in existence prior to the filing date of the application to convert.
8. **Moving Expenses.** The subdivider shall provide moving expenses of **4 times** the median advertised rental rent or **\$5,000**, whichever is greater, to any tenant who relocates from the building to be converted after approval of the condominium conversion by the City, except when the tenant has given notice of intent to move prior to receipt of notification from the subdivider of the intent to convert.
9. **Notice of Final Map and Real Estate Report.** Tenants shall be given written notification within 10 days of approval of a final map for the proposed conversion and proof of such notification shall be submitted to the Public Works Director. Tenants shall be given written notification that an application for a public report will be, or has been, submitted to the Department of Real Estate, and that such report will be available upon request.
10. **Right to Notice for Public Hearings.** Whenever the provisions of the Municipal Code require a public notice, residents may request to receive a written notice of public hearings and have the right to present testimony at such hearings. If you wish to receive notice of upcoming hearings, please join the City’s update list of your choice and [subscribe to email notification](#) whenever agendas posted, or contact the Planning Division to be listed as an interested party.
11. **The Rental Housing Mediation Program (RHMP)** is available to answer questions regarding landlord and tenants’ rights and responsibilities. They also provide mediation services between landlords and tenants, and housing resources that provide rental housing. Contact the RHMP staff by telephone at (805) 564-5420 and online at SantaBarbaraCA.gov/RHMP.

CONTACT INFORMATION

Owner’s Name: _____ Address: _____

Subdivider’s Name: _____ Address: _____



NOTICE TO NEW TENANTS (Form B)

*Notice to be presented to each prospective tenant **prior** to execution of lease or occupancy of rental unit, who wants to rent the units **after** an application has been filed with the City.*

Project Address: _____

Today's Date: _____ Anticipated Application Filing Date: _____

Dear Prospective Tenant:

The owner of the above listed property address has filed an application with the City of Santa Barbara for the conversion of a rental unit to a **condominium unit**. If this application is approved and the project proceeds, you may be required to vacate this residence.

The City has adopted regulations (SBMC Chapter 30.155 / 28.88) that entitle tenants who were living in a rental unit at the time an application is filed with the City to tenant relocation assistance. The ordinance does not extend benefits to tenants who move in after an application has been filed.

By signing below, you acknowledge that you are agreeing to occupy this rental unit with knowledge of the following facts:

- a. An application for development has been filed with the City.
- b. You may be required to vacate your rental unit if the application for development is approved.
- c. Because you are agreeing to occupy the rental unit after an application for development has been filed with the City and with knowledge that the application has been filed with the City, you are **not** entitled to relocation assistance benefits under the Condominium Conversion ordinance.

I have received this notice:

(Prospective Tenant's Signature)

(Date)

(Prospective Tenant's Signature)

(Date)

(Prospective Tenant's Signature)

(Date)

(Prospective Tenant's Signature)

(Date)



TENANT NOTIFICATION OF PROJECT APPROVAL (Form C)

Tenant notification of project approval to be delivered to all tenants within 15 days of project approval. If an appeal is filed on the Planning Commission's approval, notification will not be required until 15 days after approval of the project by the City Council.

Project Address: _____

Today's Date: _____ Approval Date: _____

Dear Tenant:

The owner of the above listed property address is notifying you of the **project approval** to convert existing rental units to **condominium units**. The purpose of this notice is to inform you of the rights, benefits, or protections afforded by the City's Condominium Conversion ordinance (SBMC Chapter 30.155 / 28.88).

1. **Tenant's Right to Purchase (Right of First Refusal).** Any present tenant shall have an exclusive right to contract for the purchase of one of the resulting residences upon the same terms and conditions that the residential unit will be initially offered to the general public or on terms more favorable. The exclusive right to contract shall be valid for at least 90 days from the date of issuance of a Subdivision Public Report or the commencement of sales, whichever date is later. Tenants shall have the right of first refusal to purchase a unit offered by a buyer and accepted by the applicant, whenever such accepted price is lower than the price required to be offered to the tenant. The tenant must exercise the tenant's right of first refusal within 45 days of receipt of notice from the applicant. If the tenant exercises their right to purchase, then the applicant is not required to provide moving expenses as outlined below, except to the extent required by State law.
2. **Timing of Tenant Relocation.** Each non-purchasing tenant, not in default under the obligations of the rental agreement or lease under which the unit is occupied, shall have not less than **180 days** from the date of approval of the conversion to find substitute housing and to relocate.
3. **Additional Time for Special Case Tenants.** Special consideration shall be provided to each "special case" tenant which, at a minimum, shall include the following:
 - Each "special case" tenant shall be allowed an additional period of time, not exceeding **six months** beyond the 180-day period specified above, in which to relocate.
 - A tenant with school age children shall not be required to vacate the unit prior to the **end of the school year** in which the 180-day period specified above, begins to run.
4. **A "special case" tenant is any of the following:**
 - One who is over age 62
 - Qualifies as a disabled person pursuant to section 295.5 of the [Vehicle Code](#)

- Low income pursuant to the City's Affordable Housing Policies and Procedures
 - A single parent with custody of minor children
 - A tenant otherwise likely to experience difficulty finding suitable replacement housing
5. **Tenant's Right of Termination of Lease.** Any present tenant or tenants of any unit shall be given the right to terminate their lease or rental agreement without penalty, following the receipt of the notification from the owner of the intent to convert.
 6. **Right of Notice before Termination of Tenancy.** California Civil Code Section 1946 entitles every tenant to receive written notice before the termination of their tenancy.
 7. **Rent Increases.** California Civil Code Section 827 entitles resident households to 30 days written notice before any rent increase of 10% or less (including any other rent increases in the last 12 months) and 60 days written notice before any rent increase in excess of 10% (including any other rent increases in the last 12 months). In addition, from the date of approval of the application to convert until the date of conversion, no tenant's rent shall be increased more than once annually nor at a rate greater than the rate of increase in the Consumer Price Index (all items, Los Angeles – Long Beach). This limitation shall not apply if rent increases are provided for in leases or contracts in existence prior to the filing date of the application to convert.
 8. **Moving Expenses.** The subdivider shall provide moving expenses of **4 times** the median advertised rental rent or **\$5,000**, whichever is greater, to any tenant who relocates from the building to be converted after approval of the condominium conversion by the City.
 9. **Notice of Final Map and Real Estate Report.** Tenants shall be given written notification within 10 days of approval of a final map for the proposed conversion and proof of such notification shall be submitted to the Public Works Director. Tenants shall be given written notification that an application for a public report will be, or has been, submitted to the Department of Real Estate, and that such report will be available upon request.
 10. **Rental Housing Mediation Program (RHMP)** is available to answer questions regarding landlord and tenants' rights and responsibilities. They also provide mediation services between landlords and tenants, and housing resources that provide rental housing. Contact the RHMP staff by telephone at (805) 564-5420 and online at SantaBarbaraCA.gov/RHMP.
 11. **Project Description.** Per the conversion ordinance (SBMC §30.155.150.C / §28.88.100.C) and Council Resolution 91-137, attached to this letter is the following information:
 - Description of all proposed physical improvements to the project
 - Preliminary schedule for construction and probable timing of any required tenant relocation.
 - Explanation of provisions for tenant purchase of their unit or an equivalent one in the project.
 - Any other provisions or conditions that will potentially impact the tenants.

CONTACT INFORMATION

Owner's Name: _____ Address: _____

Subdivider's Name: _____ Address: _____